



Building strength through people™

ASSIGNMENT EMPLOYEE TIMESHEET

Assignment Employee Name (print)						Branch	
Last four digits of Social Insurance Number		X	X	X	X	X	Work Order #
Client Company Name							

Week Ending Sunday (mm/dd/yy)	MON	TUES	WED	THUR	FRI	SAT	SUN	Total Weekly Hours
Date (mm/dd)								Regular Time
Start								Overtime
Less Lunch								Double Time
Finish								Please print clearly. Timesheet must be completed in its entirety and received in the SRG branch for the previous work week no later than Monday by 5:00pm
Total Daily Hours								
								Assignment Completed? Yes <input type="checkbox"/> No <input type="checkbox"/>

<p>Assignment Employee Certification: I certify the above-recorded information is correct. I also verify I have not had any work related injuries or illnesses that I have not reported to SRG while on this assignment. I acknowledge and agree that vacation pay will be added and paid out on each payroll; that I am responsible for obtaining the client's signature to verify hours worked; I will leave a copy of the timesheet with on-site supervisor once hours worked have been verified; I will submit completed timesheets weekly regardless of the hours or days worked and regardless of the payroll period; I have read, understand and agree to comply to all policies and procedures contained within the SRG Assignment Employee Handbook. I will contact SRG to notify them of my availability upon completion of this assignment.</p> <p>Assignment Employee Signature : _____ Date: _____</p>	<p>Company (Client) Certification: I certify that the hours recorded above by the SRG Assignment Employee are correct, that the work was performed under the client's direction and supervision and to the client's satisfaction, that I have read and client agrees to all the provisions of this timesheet, that I have retained a copy of signed timesheet, and that I am authorized to sign this timesheet on behalf of the client.</p> <p>Company (Client) Authorized Signature: _____</p> <p>Authorized by (please print): _____</p>
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TERMS AND CONDITIONS - Company (Client)

- SRG will, on a best efforts basis, provide competent assignment employees ("assignment employee(s)") that may be available at the time of the Client's request. The Client understands that availability of assignment employees may be subject to cause or causes beyond the control of SRG.
- It is the Client's responsibility to evaluate and decide upon the assignment employee's suitability for the temporary assignment.
- The Client agrees to supply a safe and suitable workplace for assignment employees and shall be solely responsible for complying with all applicable workplace safety and occupational health and safety laws and regulations, including necessary on-the-job training, providing any specialized safety attire, supplying protective equipment and providing information, warnings and safety instructions. In cooperation with SRG, Client agrees to provide access to their facility for the sole purpose of conducting a Health and Safety Assessment, prior to placement of the assignment employee, as part of SRG's due diligence process.
- SRG shall provide workers' compensation insurance coverage for assignment employees but the Client retains the right to direct and control the work of the assignment employee. The parties agree to notify each other immediately of any injury or accidents or any claim for workers' compensation benefits involving an assignment employee working in the Client's facility. The Client will make every effort to work with SRG to accommodate an injured assignment employee as part of the Early and Safe Return to Work Program pursuant to the *Workplace Safety and Insurance Act*.
- The assignment employee will record his/her hours worked on time sheets provided and is responsible for their submission to SRG. The Client is responsible for verifying the accuracy and authorizing such time sheets. The minimum time for any assignment is four (4) hours.
- Assignment employees are prohibited from driving or operating any motor vehicles whatsoever in connection with the operation of the Client's business, with the exception that an assignment employee may operate his or her own vehicle or a lift truck, if s/he holds a valid lift truck certificate issued in accordance with the provisions of the *Occupational Health and Safety Act*, or if s/he has previous practical experience and is certified on site by the Client and proof is provided of this certification. SRG has no control over, or right to control such motorized vehicles or their operation or maintenance, nor does SRG exercise any supervision over its assignment employees in the performance of their driving duties. As such, SRG will not assume any responsibility for injuries, damages or liabilities of any kind arising from or relating to the operation of any motor vehicle (whether owned, leased or used by the client) by an assignment employee, and the Client agrees to assume sole responsibility for all injuries, damages or liabilities of any kind arising from or relating to the operation of any motor vehicle by an assignment employee.
- SRG will not assume any responsibility for the injuries, damages or liabilities of any kind arising from or relating to the operation of a lift truck or forklift or material handling equipment (whether owned, leased or used by the client) by an assignment employee, and the Client agrees to assume sole responsibility for all injuries, damages or liabilities of any kind arising from or relating to the operation of any lift truck or forklift or material handling equipment by an assignment

- employee. In the event of any claims, charges, complaints, grievances, applications etc. being made against SRG arising out of the operation of a lift truck or forklift by an assignment employee, the Client hereby indemnifies and saves harmless SRG in respect to any costs, damages, penalties etc. that may be incurred by SRG or awarded against it as a result of the assignment employee's operation of a lift truck or forklift.
- SRG shall have no liability or responsibility for any losses, damages, costs etc. of any kind arising from or relating to the handling of money (currency, coins, money orders, banknotes, negotiable and non-negotiable instruments, purchase orders, cash, cheque, credit card, credit card information, debit or otherwise) by an assignment employee and the Client agrees to assume sole responsibility for all injuries, damages, liabilities etc. of any kind arising from or relating to the handling of money (cash, cheque, credit card, debit or otherwise) by an assignment employee. Assignment employees will perform such duties under the client supervision and are subject to client safeguards and security procedures. SRG will have no control over the worksite where the assignment employees will perform such duties.
 - The Client will make every reasonable effort to notify SRG one (1) week prior to the completion or termination of an assignment employee's assignment.
 - The Client agrees to indemnify and hold harmless SRG from any loss or damage that SRG may suffer or incur arising in connection with or as a result of: (a) the Client's use of an assignment employee in a manner contrary to standard industry or business practice or contrary to law; (b) any claim or suit made by any client or customer of the Client; or (c) any breach by the Client of the terms of this Agreement.
 - All information relating to the business of the Client, which is confidential and which is designated as such, will be kept in the strictest confidence by SRG and its employees. This obligation does not apply to any information that is publicly available or that is lawfully obtained from third parties.
 - SRG will issue invoices by email to the Client on a weekly basis. Invoice amounts are calculated by multiplying the regular/overtime bill rate by the total number of hours from the approved time sheet. All applicable taxes are the Client's responsibility.
 - Invoices are due and payable upon receipt.
- The Client acknowledges that SRG has incurred substantial recruitment, screening, training, administrative, and marketing expenses with respect to its assignment employees. Accordingly:
- The Client agrees that it will not, directly or indirectly, in any manner whatsoever, hire, offer to hire, engage or attempt to hire or engage any assignment employee assigned to the Client by SRG, prior to the assignment employee having completed a minimum of 480 continuous regular hours, or six (6) months of work for the Client.
 - The Client agrees that if it, directly or indirectly, in any manner whatsoever, hires, offers to hire, engages or attempts to hire any prospective assignment employee within a six (6) month period from when SRG (a) provides the Client with the assignment employee's resume; (b) arranged for the Client to interview the assignment employee; or (c) otherwise introduced the assignment employee to the Client, the Client will pay to SRG, the sum of two thousand dollars (\$2000.00) or ten percent (10%) of the assignment employee's annualized compensation, whichever is greater.

Fax/submit timesheet to appropriate branch

brantford branch fax: 519.751.2373 or brantford@SRGhr.com
kitchener branch fax: 519.772.0963 or kitchener@SRGhr.com
london branch fax: 519.668.6859 or london@SRGhr.com
milton branch fax: 905.878.8312 or milton@SRGhr.com
stratford branch fax: 519.273.9395 or stratford@SRGhr.com
tillsonburg branch fax: 519.842.4887 or tillsonburg@SRGhr.com
woodstock branch fax: 519.421.3839 or woodstock@SRGhr.com